

CUMBERLAND FALLS HIGHWAY WATER DISTRICT

6926 Cumberland Falls Highway

Corbin, Kentucky 40701

Phone: 606-528-0222

February 20, 2023

Commissioner Meeting

Meeting was called to order by Chairman, Johnny Collette.

Those in attendance were:

Malea Moses	-	Office
Sharon Goins	-	Office Manager
Johnny Collette	-	Commissioner
James Whitten	-	CPA
Dean Prewitt	-	Commissioner
Everett Angel	-	Commissioner
Brandon Creekmore	-	Commissioner
Ken Taylor	-	Kenvirons
Mike Beard	-	Manager
Ron Canada	-	Commissioner
Amanda Hill	-	Attorney
Jeff Sparks	-	Visitor/ Diamond Acres

A motion was made by Dean Prewitt and seconded by Everett Angel to approve the February 20, 2023 meeting minutes. All were in favor and motion carried.

Acknowledgement of Visitors

Jeff Sparks addressed the board regarding the status for his request for reimbursement on the line extension at the Meadow located on Cumberland Falls Highway. Not yet approved by PSC, Amanda Hill, attorney stated.

Managers' Report

Mike Beard gave the managers' report.

Remove old manager from CD, motioned Ron Canada and 2nd by Everett Angel

Motion to add extra insurance to cover Water District for \$1205.00 accepted.

Bid for tank cleaning for Bee Creek and Goldbug tanks, estimated at \$7215.00.

Cable messed up and floaters need replaced, about \$3000.00.

motion was made by Ron Canada and seconded by Everett Angel.

Financial Report

James Whitten gave the financial report. Will get March and April next meeting.

March 15 report not printed , will print for next meeting and April 19th was cancelled.

A motion was made by Everett Angel and seconded by Ron Canada.

Engineer's Report

Ken Taylor gave the engineer's report and updated the board on the following:

1. Waiting on approval on Contract 3 with PSC
2. Still waiting on Kentucky Infrastructure Clean Water Funding
3. Extent on project until April 2nd.

A motion to approve engineer report was made by Ron and 2nd by Dean - approved

Other items for discussion

1. Motion was made by the board; to change the meeting to the third Wednesday of the month at 1:30pm. Motion was made by and Dean and then 2nd Ron. 4 yea and 1 nay.
2. Announced the appointment of new office manager, Sharon Goins.
3. Remove Malea Moses from duty of taking minutes for the board.
4. Motion was made by the board to have Ron Canada as secretary of board. Motion made by Dean and 2nd by Everett. 3 yeas and 1 nay.
5. Meeting was CLOSED to discuss employee issues. Kelli and Dayna joined the meeting after it closed.

A motion was made to adjourn, it was made By Ron and seconded by Everett.

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March 15, 2023

Commissioner's Meeting Minutes

1. Meeting was called to order by Chairman, Johnny Collette.
2. Review and approval of minutes.
3. Acknowledgement of visitors
4. Manager's report.

Water purchased in March, 2023

Corbin	-	12,755,000
Williamsburg	-	<u>6,473,500</u>
Total		19,228,500

5. Financial report.
6. Engineer's report.
7. Other items for discussion.

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March 15th meeting those in attendance were:

Sharon Goins	-	Office Manager
Johnny Collette	-	Commissioner
James Whitten	-	CPA
Dean Prewitt	-	Commissioner
Everett Angel	-	Commissioner
Ken Taylor	-	Kenvirons
Mike Beard	-	Manager
Ron Canada	-	Commissioner
Amanda Hill	-	Attorney
Jeff Sparks	-	Visitor/ Diamond Acres

Acknowledgement of visitors

Jeff Sparks addressed the board regarding the status for his request for reimbursement on the line extension at Diamond Acres, located on Rosetown Church Rd. Not yet approved by PSC, Amanda Hill, attorney stated. Still not approved.

Manager's report

Jim Walker road- Ken and Mike talked about going through the field instead of going around the road. Put in 3 taps instead of paying him for using his property. Sign easement, 3000.00 for using his property. Amanda said no issues with that, Mike said on this road, building for church next to main highway. Mike stated that he would save us 40,000.00 dollars to use field instead going around the road.

Johnny requested a motion and 1st was Dean and 2nd by Ron.

Financial report

Was given by James Whitten, copy will be attached to minutes later. I did not have time to print them, and James did not bring them with him.

Request for motion by Johnny, motion by Ron and seconded by Dean.

Engineer's report

Ken stated everything is the same from the last meeting. Project start extension until April 2nd and waiting on Clean Water money still. Request for motion by Johnny, motion by Ron and seconded by Dean.

OTHER ITEMS FOR DISCUSSION

1. Malea and Kelli quit and walked out on March 10, 2023 , 8:00am. Mike signed to change bank access from Malea and Dayna to Sharon at bank and now requesting 2 signatures on checks for petty cash.
2. Pat White set up to have doors pad locked and he paid his employees for helping us in March.
3. Mike and Johnny talked about when the camera in the front office was checked to reconnect it, this camera was thrown up in ceiling and wires pulled loose, so they were not taped. Camera reinstalled in front office.
4. Amanda ran an AD in the newspaper for Meeting Change * every 3rd Wednesday at 1:30pm * – it was posted on both, front door and front window, plus online website. Amanda emailed Jennifer Benfield on the AD; she will watch the paper for ad.
5. CIS was hired (\$254.00 a month) to fix errors and improve the system – I was unable to print work order or final anything due to Dayna or Males had gone in system and unchecked my access, working with United-Systems. Mike stated CIS is a good company. Johnny made a motion to hire CIS, 1st by Ron and 2nd by Dean.
6. Tabled change to PTO time instead of Vacation/Sick time. Also tabled new employee handbook.
7. New Liability insurance was accepted, at \$1200.00: motion made by Johnny, 1st Ron and seconded by Everett.
8. The hearing date changed to April 20th; commissioners received summons, per Amanda no need to summon all the contractors. Amanda asks if everyone will be there in Frankfort for this hearing. All said yes.
9. Phone call from Brandon will not be at meeting.
10. Payroll will be done by James until Sharon is trained. Simple dropping numbers in PC.
11. Motion to remove old personnel from CD, typed and sent to bank. Johnny ask for motion, and made by Dean and seconded by Everett.

Johnny ask for motion to adjourn, made by Ron and second by Everett.

Original

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April 19, 2023

Commissioner Meeting

NO MEETING FOR APRIL 19, 2023

Water purchased in April, 2023

Corbin	-	13,108,600
<u>Williamsburg</u>	-	<u>6,294,450</u>
Total	-	19,403,050

April : 4 Taps – 14 new meter deposits – 6 repairs

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May 11, 2023

Commissioner Special Meeting

1. Special Meeting called to order by Johnny Collette.
Motion by Dean and seconded by Everett.

Other items for discussion

1. A motion was made for training with United-Systems.
Approval of 1995.00 for 1-year unlimited training.
Motion to approve 1st Ron and 2nd by Dean. 4 yeas.
2. Loan payment due July 1st, was FYI money is there.
3. PSC Commissioner training was discussed and accepted October 10th-11th 2023 at Pine Mountain State Park.
Motion to approve 1st Ron and 2nd by Everett.
4. Voted to change the once in lifetime water leak adjustment to once every 2 years. Still need PSC approval.
5. Re-key locks, Bluegrass took vote, called them to set up rekey.
Motion to approve 1st Everett and 2nd by Ron.

CUMBERLAND FALLS HIGHWAY WATER DISTRICT

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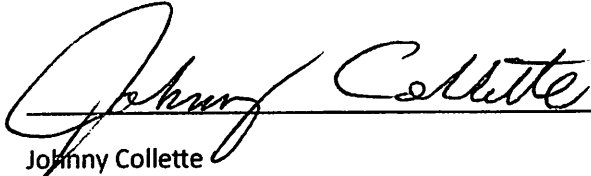
Corbin, Kentucky 40701

Phone: 606-528-0222

May 11, 2023

We the signed, are in agreement on the items discussed today. We signed this sheet to approve the below subjects.

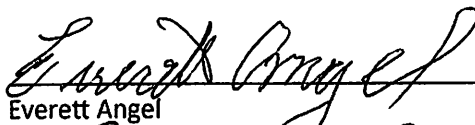
Approval of May 11, 2023.



Johnny Collette



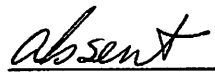
Dean Prewitt



Everett Angel



Ronald Canada



Brandon Creekmore

CUMBERLAND FALLS HIGHWAY WATER DISTRICT

6926 Cumberland Falls Highway

Corbin, Kentucky 40701

Phone: 606-528-0222

May 17, 2023

Commissioner Meeting

Meeting was called to order by Chairman, Johnny Collette.

Those in attendance were:

Mike Beard	-	Manager
Sharon Goins	-	Office Manager
Johnny Collette	-	Commissioner
Dean Prewitt	-	Commissioner
Everett Angel	-	Commissioner
Ron Canada	-	Commissioner
Ken Taylor	-	Kenvirons
Amanda Hill	-	Attorney
James Whitten	-	CPA

Visitors

Matt Shackleford - Cloyd & Associates

Daniel Brown – United System

- May 17, 2023 Minutes

Johnny called meeting to order.

A motion was made by Ron and seconded by Dean to approve the May 17, 2023 meeting minutes.

A motion was made by Dean to approve the May 11, 2023 meeting minutes and seconded by Ron.

Acknowledgement of Visitors

Matt Shackelford – Cloyd & Associates

Daniel Brown – United System

Go with guy furthest away – Daniel Brown with United Systems – system info in minutes – G4 has been around for 23 years – long time – had to update due to programming language has changed and update this system, sent out information in February. Have support until 2025. If you have local hosted and desk top new software can be set up in standalone. Can't do desk top server, must be UPM includes all lot of other things, US has been around voice over IP phones, mobile field service cell phone send – outsource billing – they do with tri-fold, bigger package. Will do DEMO to see all the different pieces.

Anyone can come in and sit in. Hang out if any questions, price to move over is different so basically per price per service per month. He used to be class operator of Franklin and tend to find out that really used to paying 6 different vendors and get your cost together, apples to apples, they are reliable and one stop shop, credit card processor, etc. will get a quote for promo, if we decide to go end of the year, dec 31st. will reimburse on new program. 1.69 per service- includes postage, cyber service, etc. Going to a new credit card company. A couple of different options – going to Efexsys. Will have customer portal, this G5 will real time, where if you pay it immediately shows payments, so your husband pays in morning and husband gets online to pay, show ZERO BALANCE. So, no upset customers. New phone system will have gone to 1 – pmts, test to pay, reply pay and will pay with credit card on file, the more options, more happier customers are, and get money faster. You are doing the drive by stuff, drive by helps in the field – this helps in office. Now have real time on meters etc. Core & Main not going away but different vendor with new system. Core and Main split with Badger. Let no vendor, picked guy with INDIANA, not sure how ppl is good with. I-tron is their new service, this shift happened, core and main went with different vendor. Mike wants to stay with core & main, I-tron works with existing meters. Use jumper cable to connect to our meters - i-tron will connect to our meters. Mike said we are looking at Cellular – we have those too. I-tron does have those, we have cellular, how many people, about 3700 ppl.

Itron over 2700 works out better, get pricing, yes. Get him an account list and work with Verizon.

How is service area, have dead spots here. The way ours works, not like a phone call, dealing with cell service with small pieces of data. Cell is receiver not transmitter and goes to tower better than cell. Badger has all their services – guarantee if they can do it , they can do it too!.

They did pricing not long ago, meter pricing will run with cellular, prepaid 1.45 for radios – they can bet Badger. They will show software. That customers with I-tron will have real time online to see their

account. Use the right meters, they have smart meters, alarms better, and could hook up with your meters.

Do you know if McCreary has Camstrom, they are a drive by system. Their driveby is pretty strong, radio in meter. Go as low as it will go, metal lid the signal will bounce off, mud blocks signal, basically, need 125 decimal to get signal, 18 inches deep hard get signal out. Wire antenna is better and plastic lid goes. Rebar is zip tie to antenna. per Johnny driveby will be cost effect with Cellular.

Mobile app works without paper, this is automatic to a cell app and can go in circle, not jumping around, it will sink, and get done. 150.00 each, short one 25 min drive – 200.00 to other side – goal is UPM is to help across the board and communicate across the board. Where someone that is sick etc can get in truck and work without seeing anyone. Posts to cloud – web cloud based.

Operate remote worries us. No questions. Free to go and will get quotes. Left cards with Sharon.

Training will be virtual training today. Yes. Ask questions. Going over index today and do new customer from start to finish. Don't be afraid to ask and check on clean up and let them fix it. Clean up will keep cost down. G4 to G5 it all works the same. He left.

Now go to other visitor:

Cloyd & Associates CPA audit was done and copies are here, 12/31/2022 . Our partner Mike had prior engagement. Go through and 1st page is Clean option, no any items to talk about and financial is clean. Page 4 government audit. Management discussion and comparison bullet point will give you easier to read, give couple highlights of financial situation. Increases that really valuable tool. Its retained net position, good financial health. Balance sheet comparison, revenue increased, operating expenses increased but inflation, hire and pay ppl more. Page 7 basic financial information.

If you want to compare, different types of bonds, revenue and income loss, operation income went up and operation up due to contractual work for school. Page 9 basic cash flow, net increase, good indicator, notes: they repeat year to year. How James does things, more detail on bonds, etc.

Just other required notes that need to be included in audits, yellow book compliance and internal controls, that govern water district and test. Repeated the one finding with small water governments, lack of segregation of duties. We can get over this since everyone is gone, the new year, the office manager and you have a CPA, cash deposits and cash into the system is the hard part. Sometimes you have only one person doing this. Very common for smaller businesses. Any questions? He is in the London, KY office. He left. Johnny asks about personal duties, where I can get to work with the office manager and get what everyone does. Not as easy. Need to put through the software and take it to bank, etc and will review with her thru the year. Amanda Hill said no accounting background and goes over the statements. Drill down and had contractual expenses and made revenue go up and that was kind of my question. She did not understand they have revenue expenses that match those expenses through contracts, per James, depreciation expense, wash, cash items, etc. The non-cash items, conversion, principal payments, it's over all good. It is positive. Matt explained how it works. Depreciation is a big expense for water districts. Saved 11,000.00 on water purchased, good price of purchasing water. Per Ron will help her with the office and let us know if she needs additional personnel. Matt said he will work with Sharon on the office staff. We are not large enough to segregate

duties, and new cash registers to help with money. Johnny ask if there is anything else, everyone left. Johnny said take cookies with you.

Ended. Motion to approve audit by Everett and seconded by Dean.

Manager' report

Mike you are up.

Mike started on projects and wide open and flushing today, started on Jim Walker, do not have BACT test back today. Flushing White Oak and started Jim Walker. BACT back tomorrow. We need to up Amanda from 75.00 to 150.00 a meeting. This was a suggestion, we need to vote on it, per Johnny requested motion, Everett motioned and 2nd Dean. Amanda appreciation. Needs to set on the next meeting.

You can run over the meters and Mike likes the badger meters and they are best ones. Badger is one of the best meters. Mike suggests 100 and can get them faster from Badger. Cellular can be here in 3-4 months and needs 400-500 and cannot get them this year. Want the new ones for update. Try 100 and see how they do. So driveby question from Amanda. And we do have manual 400 meters. She does not understand the driveby meters. Have very little trouble with them. With Customer you can turn off in the office, and with those are cellular are real time on PC and tell if there are issues. The ones we have now show high readings and will be shown online. Mike suggested trying 100 of these and 100 of the others.

Has 100 ordered – not ordered the meters yet on cellular. Will get a hold of Mike, check with Badger to see if wire to our meters. Need as fast as can, 3-4 month to 6 months, change out every 10 years and have so many to change out this year. Regulation test or replace, best to change out. Meters have way to slow down and only good for 10 years. Shows up in water loss. How many to replace – 400 to 500 to replace this year. Replace with cellular and will replace if they work well. As we need to replace go to cellular, if pick up good. Johnny needs motion for 100 meters, water loss 8.9 %, keep it there. Motion by Everett and seconded by Ron.

Engineer's Report

Ken stated that broke ground today on Jim Walker and down past the church to Lanham Trace. Be while before the pumping station will be up and running, due to can't get pumps. Construction crew received bad pipe and would not fit together, so had to send it back and get new. Small delay but going well. Go look where you want to tie into the line. Line behind the little cabin and come back down. Be down 90 and tie into line. Ken and Mike started talking about the project, It was delayed but still good.

Financial Report

James gave February and March financials, swing in April for adjust the late fees off, etc and Sharon stated that the ladies did not follow the system, did things by hand and when she followed the system, dumped past things and messed up. Had to adjust off. James states he emailed it and I did not see email to print – not had time to print. Amanda asks; why this is going up. It was explained that New construction is coming in. Johnny states county fast growing and that is good and because of the lakes. Tarriff tabled about changes. Yes, Ken stated that tap fees are 1400 to 1500 in other places. Meters etc are going up and need to discuss this later. Mike stated will be a little before get new meters. Johnny asked if James is CPA and ask you to do July payroll and everything. Thought that was before Sharon was comfortable to do it. Everyone needs help and needs to do everything more accurately. Johnny stated he was not sure, James wanted Sharon to do payroll, etc. James said not able to help at that time and Johnny said; should we look into getting someone closer? All the information for PSC and everything has to be on time. PSC was late going to them, James said to do the PSC need final audited numbers. James stated different deadlines for each one. Johnny asks do we pay you in advance. Or Previous James stated that it was previously, a month behind, a bad time for him and overworked due to tax season. Need a motion for approval by johnny, motion by Ron and seconded by Everett to approve financial report.

Other Items for Discussion

Johnny said, we will get this worked out, we have great board, no downside at all, Sharon said it is hard to train new people and learn what I need to do, takes most of day. Johnny stated that it is a lot nicer here. PSC reports are delegated and are on time. Report that Mr. Mullins stated here is a survey and was a report that need to be done and he will give us 2 more weeks to get done, CAVDD.

Sent paperwork for renewed CD – took old people off, sent to bank.

Training starts today and is from 3pm-5pm, Monday and Tuesday of next week.

Sharon said the spectrum was delayed until Fiber hook up until May 18th. No time on when we will have new phones in and will get the fax and fiber tomorrow.

Motion requested to adjourn the meeting by Ron and seconded by Dean.